

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO REQUEST CHILD SUPPORT

USE THESE FORMS TO ESTABLISH CHILD SUPPORT IF:

- The child(ren) were born, conceived, or adopted during marriage and you and the other party are not divorced or legally separated, *and* there is not a current child support order in effect; OR
- The children were NOT born, conceived, or adopted during the marriage, but paternity has been established by Court Order or both parties signed a "Voluntary Acknowledgment of Paternity" which resulted in the petitioner or respondent being listed as "father" on the birth certificate of the child(ren) for whom support is being asked; AND
- You are providing support for or have physical custody of the child(ren) of the other party; AND
- You want to establish support for the natural or adoptive parent of the child(ren), AND
- You know the name and address of the other party, or where the person can be found.

NOTE: There will be a fee for filing this Request. If you cannot pay the fee, you may ask that it be deferred. The Self-Service Center has the necessary forms.

FAMILY COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: Check the box to indicate whether you are filing your documents at the Phoenix, Mesa, or Surprise courthouse location.

REQUEST TO ESTABLISH CHILD SUPPORT:

Follow the instructions numbered to match the numbers on the form.

TYPE OR PRINT NEATLY IN LARGE CLEAR LETTERS USING BLACK INK.

- (1) Fill in the name, address, and phone number of the person filing the form. (An attorney must also list the name of the person represented and the attorney's State Bar Number.)
- (2) Fill in the name of the persons shown as "Petitioner" or "Respondent" on any other case filed in the Superior Court of Arizona where custody, support, or paternity of the children named here was an issue. If this is the first family court case concerning this Petitioner and Respondent, list the name of the person who is filing these papers as "Petitioner" and the other party as "Respondent."
- (3) Fill in the case number that was assigned for any prior case concerning the custody, support or paternity of the children named here was an issue. If there is no prior case, leave this blank; the Clerk of Court will provide a case number.
- (4) Fill in the name and date of birth for each child for whom support is requested.
- (5) Check the appropriate box(es) to indicate how paternity was established for the child(ren) for whom you are asking the Court to order support. If the choices listed here do not apply, **STOP!** You should not use these forms unless or until paternity has been established or unless an attorney has advised you to proceed.
- (6) Do not sign and date the Request until you are directed to do so by a Notary Public or a Clerk of the Superior Court. Your notarized signature states to the Court that the information you have provided is true and correct to the best of your knowledge, under penalty of law.

ORDER TO APPEAR:

- (1) Fill in the name, address, and phone number of the person filing the form. (An attorney must also list the name of the person represented and the attorney's state bar number.)
- (2) Fill in the name of the county in which this request is being filed. (This has already been printed on the form for you.)
- (3) Fill in the name of the person shown as the Petitioner on any other case filed in the Superior Court of Arizona where custody, support, or paternity of the children named here was an issue.
- (4) Fill in the name of the person shown as the Respondent on the case used for item 3 above.
- (5) Fill in the case number that appears on the case used for item 3 above.
- (6) Fill in the name and address of the other party.
- (7) Leave this area blank. Clerk of Superior Court staff will complete it when you file these documents.

WHEN YOU HAVE COMPLETED THE FORMS:

- Make 1 copy of the Family Court Cover Sheet
 - Make 2 copies of the ***"Request to Establish Child Support"***, ***"Parent's Worksheet"***, and ***"Order to Appear"***
 - Separate your papers into three sets:
 - **Set 1, Originals**, for the Clerk of Court: the ***"Family Court Cover Sheet"***, ***"Request to Establish Child Support"***, ***"Parent's Worksheet"***, and ***"Order to Appear"***.
 - **Set 2, Copies for Your Records**: ***"Family Court Cover Sheet"***, ***"Request to Establish Child Support"***, ***"Parent's Worksheet"***, and ***"Order to Appear"***.
 - **Set 3, Copies for Other Party**: ***"Request to Establish Child Support"***, ***"Parent's Worksheet"***, and ***"Order to Appear"***.
 - File the forms with the Clerk of Superior Court and get your hearing date.
- When you have the hearing date, immediately serve the Respondent with a copy of the ***"Request"*** (with ***"Parent's Worksheet"*** attached) and the ***"Order to Appear"***. To "serve" means to use the legally required method of delivering notice or documents. See the Self-Service Center packets on service to help you with this.